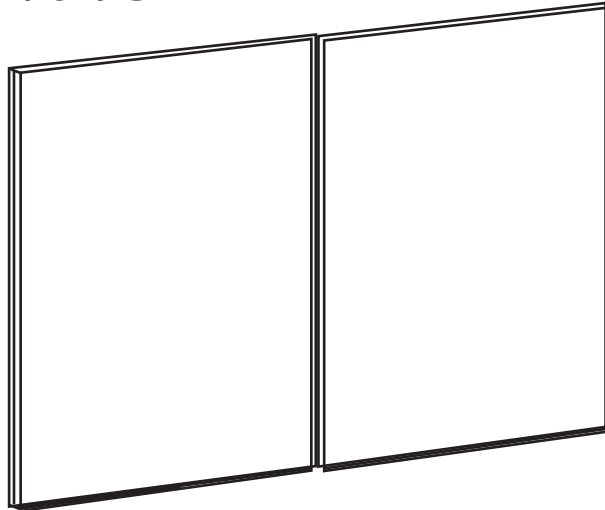


# OPERABLE WALLS / OWNERS MANUAL

## *Paired Panels*

*Series: 632*

*Series: 642*



The Hufcor Partitions for this installation have been custom made to the architects and owner's specifications. Each partition has been carefully fabricated and installed to provide many years of trouble free service.

*The key to the life of the product is proper operation & care.  
The correct operation & recommended care are outlined in  
this owners manual for your guidance.*

If a malfunction of these partition occur, please phone Custom Fold Doors, Inc. for service. This must be done immediately since the manufacturer cannot be responsible for damages which may result from delay failure to advise your distributor.

*This partition was sold and installed by:*



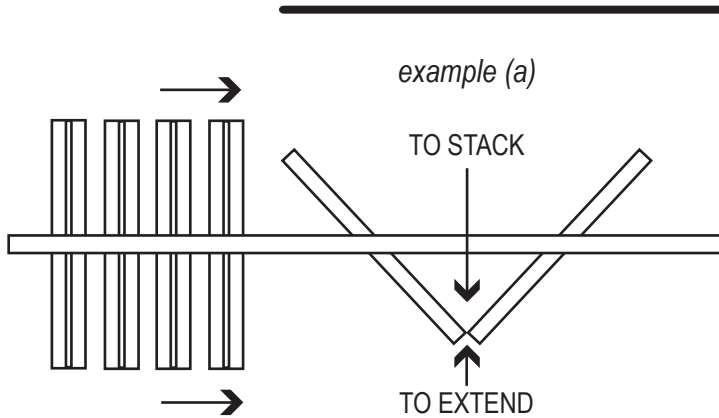
Custom Fold Doors, Inc  
1020 N. Hollywood Way #331 Burbank, CA 91505  
Phone: (323) 849-3225 / Fax: (818) 846-0744  
[www.customfold.net](http://www.customfold.net)

When calling your distributor, please have the following information:

Job Name & Location:  
Installation Date:  
Description of Problem:  
Person to Contact:

## How To Operate Paired Panel Partitions

Paired panel partitions consist of panel groups hinged together and supported by a carrier on each panel. The panels have edge-operated seals. Different models may have sweep seals in lieu of mechanical seals.

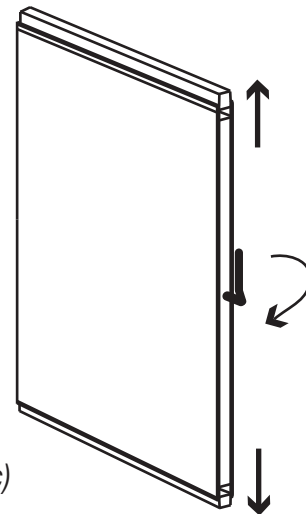
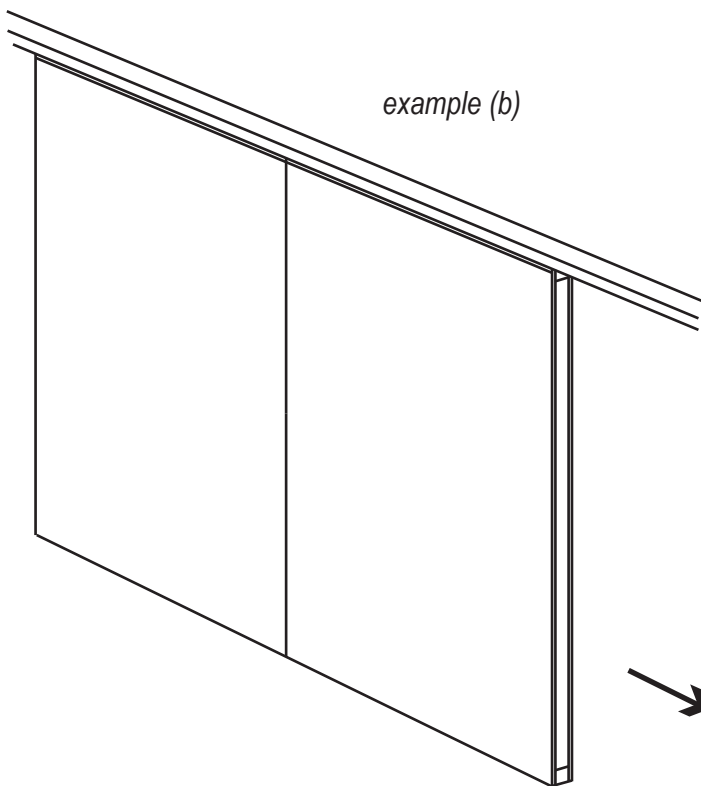


(1) Make sure path of folding partition is free of furnishings and all conflicting items.

(2) Stand in the center of the partition and face the first group of panels. Using both hands grasp the edges of the first panel (as high up above the center as you comfortably can).

(3) Gently pull the panel group along the track in its folded position far enough to permit unfolding the panel group. Put slight pressure near the hinge joint as the panel group flattens in order to engage the panel interlocks. Note: Panels in extended position should run in the same direction as the top track.

(4) Move each panel group in the unfolded (flat) position down the track towards the opposite jamb, or previously positioned panel group. (exp. a) Slow the momentum to a stop as you position the panel with the wall or previously positioned panel.

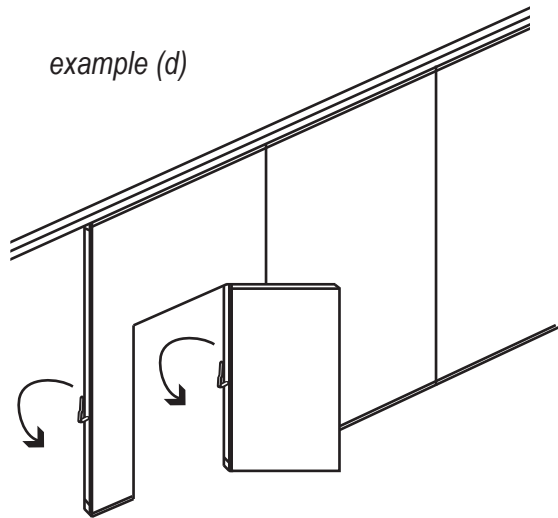


(4) Once the panel is in position insert the new operating handle over the exposed 3/8" [10] shaft in the panel's vertical edge. (exp. c) While maintaining the panel in a plumb condition, turn the operating handle clockwise approximately 190 degrees. This will set the seals. If handle operates hard, stop and see the operational check list. Note: never force handle when turning past where activator wants to stop.

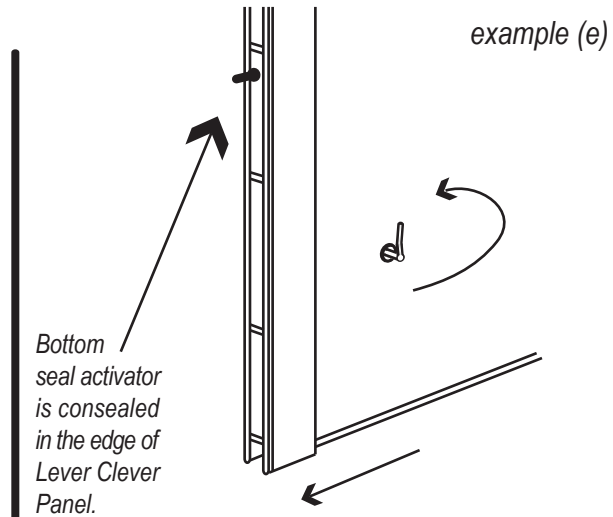
example (c)

**NOTE:** It is important to maintain constant pressure against the edge of the panel while setting the seals. This will allow for the best acoustical seal and correct alignment.

(5) Repeat the previous steps until all panel groups are done, with the exception of the last group. See Step 7.



example (d)

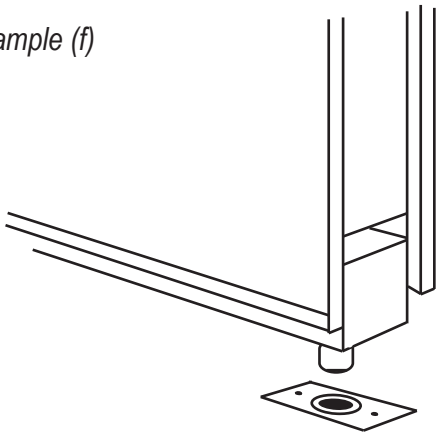


example (e)

Bottom seal activator is concealed in the edge of Lever Closure Panel.

- (6) A pass door has two seals - One located in the same place as the basic panels and the other located inside the door jamb. Set the seal that is identical to that of the basic panels first, then open the door and set the other seal in the jamb. (exp. d)
- (7) Setting the lever closure panel - Move the last group of panels into place. When setting the seal it will be necessary to locate the 3/8" [10] shaft in the trail edge of the panels. Locate the 3/8" [10] shaft on the face of the panel, insert the operating handle and turn clockwise. This will move the lever closure towards the wall. (exp. e) Turn the operating handle until you feel slight resistance, this will give you a good acoustical seal. (make sure you apply sufficient pressure to make the vinyl bulb seal on the LCP compress against the wall.) *If the handle operates hard, stop and see the operational check list.*

example (f)



(8)

- Hinged Closure Panel (Optional) - The hinged closure panel is a full height panel that is to the wall and functions similar to a pass door. The last panel out of the stack is the jamb panel. This panel will have a pin attached to the bottom mechanical seal on the trailing edge. When the seals are set (Step 4) the pin will insert itself into a recessed hole in the floor plate. (exp. f) *If the pin does engage in the floor plate, see the operating check list.* Swing the hinge closure panel shut. The top seal on the hinge closure panel has been preset at the time of installation. If a gap is present, contact Custom Fold Doors for a service adjustment.

## STACKING THE PARTITIONS

- (1) If the partition has a pass door, open the door and release the seals. (exp. d) Close the door and make sure that it is latched. **Do not forget to raise seals in pass door prior to stacking panels.**
- (2) Open the lever closure panel by inserting the operating handle over the 3/8" [10] shaft in the face of the panel and turn counter-clockwise. Locate the 3/8" [10] shaft in the trail edge and rotate counter-clockwise.
- (3) Insert operating handle onto the shaft of each group and **fully** rotate handle counter-clockwise, retracting the top and bottom seal. Before moving the panels, check to make sure that all seals have retracted; see operating check list if they have not.

- (4) Move each panel in the flat position down the track toward the the stack area. (exp. b)
  - (5) Fold panels just in front of the stack area by pushing directly in the center of the panel on the hinged side while holding the lead edge firmly. When the panels break from the flat position, move in front of the panel group and guide the panels flat. (exp. a) Be sure to use care so that fingers do not get pinched by the folding panels.
  - (6) Stand in front of the panel group facing the stack and firmly grasp the edge of the panel group. Slowly move the group into the stack until the first group rests against the wall. Repeat steps #4 through #6 until all the panel groups are at rest in stacked position.
  - (7) Never force panels to operate. Reverse your handling actions and retry the "step" again from the start.
- CAUTION: Do not stack groups of panels outside of the pocket. The weight can be too great for the track and suspension system and could cause damage

## CARE & MAINTENANCE

### Vinyl / Fabric Surfaces and Plastic Trim:

The vinyl surface of your partition may be cleaned with warm water and mild soap. Sponge the surface clean and wipe dry with a soft clothe. A soft brush may be used if dirt is difficult to remove. Carbon Tetrachloride may be used for removal of grease and oil.

CAUTION: Do not use lacquer thinner, solvents or other strong chemicals except those listed above. Many floor cleaning materials contain chemicals harmful to vinyl. Care should be taken when using such compounds near the partition.

### Using Tacks or Staples

The tack sub-surface and vinyl coated fabrics are "self-healing" under normal tacking, pinning and office stapler conditions. No special care is required.

### Carpet Surfaces:

Commercial carpet cleaners may be used to clean carpeted surfaces. Follow the manufacturer's listed instruction.

### Porcelain Steel Chalkboard:

Dust regularly with any non-abrasive dusting equipment. Should the surface be defaced, matching touch-up enamel can be obtained through Custom Fold Doors, Inc.

### Aluminum Hardware or Painted Steel:

The aluminum hardware on your Hufcor partition is anodized for freedom from discoloration and a long life. Mild soap and water is recommended for cleaning both aluminum and steel hardware.

### Damage:

Your Hufcor partition is of a unique construction that permits replacement of individual parts. Reports all damage to Custom Fold Doors, Inc.

## TROUBLE SHOOTING CHECKLIST & RECOMMENDATIONS

### Manual Panels

<i>PROBLEM</i>	<i>POSSIBLE CAUSE</i>	<i>PROBABLE SOLUTION</i>
Panels Hanging out of plumb.	<ol style="list-style-type: none"> <li>1. Loose or broken trolleys.</li> <li>2. Broken Trolley Support Beam.</li> </ol>	<ol style="list-style-type: none"> <li>1. Tighten loose carries to return panel to plumb.</li> <li>2. Replace any broken carriers or support beam.</li> </ol>
Panels sticking or hard to move.	<ol style="list-style-type: none"> <li>1. Dirt in the track.</li> <li>2. Misaligned track joints.</li> <li>3. Broken Trolley.</li> </ol>	<ol style="list-style-type: none"> <li>1. Clean track.</li> <li>2. Align joints.</li> <li>3. Replace trolley.</li> </ol>
Abnormal noise during movement.	<ol style="list-style-type: none"> <li>1. Broken trolley</li> <li>2. Misaligned track joints</li> </ol>	<ol style="list-style-type: none"> <li>1. Replace trolley</li> <li>2. Align joints</li> </ol>
Bottom seal inoperative	<ol style="list-style-type: none"> <li>1. Automatic type: check for bent seal carriers or broken springs.</li> <li>2. Crank type: Cranking mechanism stripped / broken link to mechanism</li> </ol>	<ol style="list-style-type: none"> <li>1. Straighten or replace seal.</li> <li>2. Replace</li> </ol>
Broken or worn trolleys	<ol style="list-style-type: none"> <li>1. Bad track joints.</li> <li>2. Abusive handling at "T" or "L" intersections.</li> </ol>	<ol style="list-style-type: none"> <li>1. Realign track joints &amp; replace trolleys.</li> <li>2. Replace trolleys and retrain personnel.</li> </ol>
Lever closure jamb not extending or operates difficult.	<ol style="list-style-type: none"> <li>1. Internal mechanism stripped.</li> <li>2. Limit cables or chains tangled.</li> <li>3. Tension bolts too tight.</li> </ol>	<ol style="list-style-type: none"> <li>1. Replace mechanism.</li> <li>2. Adjust limit chains.</li> <li>3. Adjust tension bolts on mechanism.</li> </ol>
Pass doors not latching	<ol style="list-style-type: none"> <li>1. Strike plate out of adjustment.</li> <li>2. Stabilizer mechanism or football not set.</li> </ol>	<ol style="list-style-type: none"> <li>1. Readjust strike plate.</li> <li>2. Set drop seal to stabilize panel.</li> </ol>

*Preserve the life of your product with*

**ANNUAL**

**RECOMMENDED MAINTENANCE**

*Recommended to be performed  
by Custom Fold Doors*

- (1) *□ Clean & lightly lubricate all track running surfaces*
- (2) *□ Check trolleys for any signs of abnormal wear or breakage. Replace as needed.*
- (3) *□ Check panels "out of plumb" (indicating loose trolley bolts). Correct by adjusting to plumb and tightening trolley nuts.*
- (4) *□ Check any exposed bolts on panel's vertical edges and tighten if required.*
- (5) *□ Check for track misalignment at all joints & intersections and adjust if needed.*
- (6) *□ Check lever closure and adjust as needed.*
- (7) *□ Check and make sure all top & bottom seals are functioning properly.*
- (8) *□ Operate pass door and adjust as needed.*
- (9) *□ Check for torn vinyl / fabric and repair or replace as needed.*

***REMEMBER...Never force the operations of panels!***